



State of Nevada – Department Of Personnel

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
RESTITUTION CENTER MANAGER	37*	D	12.510

Under general supervision of a Correctional Captain or Warden, plan, direct, control and coordinate the daily operation of a community-based restitution center for the care, training, discipline, custody, employment, and rehabilitation of offenders at a minimum custody community correctional facility.

Direct the daily operation of the custodial staff of a center by assigning work, reviewing work performance, appraising work performance, providing necessary training and taking disciplinary action as needed.

Prepare budget requests for the Restitution Center by analyzing previous year's allocated budget, projecting resources needed, estimating costs and preparing required documentation for incorporation in agency's budget request.

Develop and maintain contacts with community organizations and agencies to explain the Center's goals and objectives, find jobs for inmates, develop inmate work details and project a safe work environment through meetings.

Supervise the requisition and issuance of supplies and equipment and the maintenance of buildings, grounds, and vehicles by reviewing purchase orders, assessing needs, and authorizing necessary funds.

Supervise and monitor offenders income and distribution of individual inmate accounts, restitution paid to victims, court fines, room and board payments, transportation and bi-weekly allowances given to inmates by reviewing offenders account reports in accordance with established policies and procedures.

Inspect facility's housekeeping and maintenance through observation in order to evaluate the facility's sanitation, food preparation, security and compliance with agency rules and regulations.

Determine eligibility of inmates to be placed at the Restitution Center by reviewing inmates' files; review classification summary sheets, length of sentence remaining, type of crime committed, current classification level, outstanding warrants and other relevant background information.

Prepare progress reports on the performance of the Center by evaluating the overall activities of the Center that includes the inmate incidents, discipline of inmates, recreational activities, status of inmates' accounts, job-site checks, support programs for inmates such as education, Alcoholics Anonymous, religious activities, etc., policies and procedures to employers, community organizations, staff, inmates, etc., in order for them to understand and apply them accordingly.

Review disciplinary actions submitted by staff, counsel inmates on their attitude and the center rules and regulations. When security of the center is compromised physically, restrain the inmate and transport the inmate to a more secure facility pending disciplinary action in accordance with the department and center rules and regulations, policies and procedures.

Maintain the Restitution Center to meet federal guidelines for a federal restitution center to enable housing of federal inmates.

*** Reflects a 1-grade, special salary adjustment authorized by the 2001 Legislature to improve recruitment and retention.**

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

SPECIAL NOTES AND REQUIREMENTS:

- * Pursuant to NRS 284.4066, all positions in this class have been identified as affecting public safety. Persons offered employment in this class must first submit to a pre-employment screening test for controlled substances.

EDUCATION AND EXPERIENCE: One year of work experience as a Correctional Sergeant in Nevada State service; **OR** an equivalent combination of education and experience. (*See Special Notes & Requirements*)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

General knowledge of: Restitution Center goals and objectives; State Personnel management principles and practices (e.g., hiring, training, assigning and reviewing work, preparing performance appraisal and handling disciplinary action); the social and cultural lifestyle of a variety of ethnic and cultural groups. **Knowledge of:** principles, practices and laws of corrections as they relate to the criminal justice system and restitution centers; rules and regulations governing the classification of inmates. **Ability to:** write technical and evaluative reports; manage aggressive behavior and conflict resolution; understand, interpret and explain the Restitution Center rules, regulations, policies and procedures; enforce institutional rules, regulations and policies with impartiality; provide leadership and coordination.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Working knowledge of: Restitution Center goals and objectives. **Knowledge of:** State budgetary process and accounting procedures; State purchasing rules and procedures. **Ability to:** prepare budget, special reports and studies; plan, implement and evaluate the achievement of goals, objectives and work plan.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

12.510

ESTABLISHED: 1/7/83
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